

# INTEGRATING PUBLIC HEALTH PREPAREDNESS FOR VULNERABLE POPULATIONS TO DO LIST FOR A HALF-DAY PROGRAM

## 6 MONTHS PRIOR TO YOUR EVENT:

	Convene a planning committee, which should include members from the home care community
	Identify the purpose of the event
	Conduct research on potential topics and speakers***
	Determine whether you will offer continuing education contact hours for nurses, social workers, or health education specialists. The application for these credits must be submitted usually 60 days before the program.
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## 4-5 MONTHS PRIOR TO EVENT:

	Develop a timeline and assign responsibilities
	Identify target audience and obtain mailing lists*
	Finalize learning objectives
	Create a name and logo for the conference**
	Identify suitable venue**
	Decide whether to offer food/other incentives**
	Decide whether to offer speaker honoraria, gifts, travel allowance, etc.**
	Identify/contact speakers***
	Work with your state home care association to coordinate calendars regarding the date for your program
	Finalize date, based on speaker and venue availability and other competing programs**
	Develop method of registration
	Develop evaluation plan
	Identify materials for participants' packets**
	Develop and implement an outreach plan

## 6-8 WEEKS PRIOR TO EVENT:

	Request slide presentations and bios from speakers
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## 1-2 WEEKS PRIOR TO EVENT:

	Hold conference call with speakers***
	Order supplies**
	Prepare folders for participants**
	Prepare directions/signage, sign-in sheets**
	Other logistics—certificate of attendance, door prizes, decorations, AV equipment, tent cards for speakers, name tags, etc.

## HYPERLINKS:

	<a href="#">*see Who are your partners?</a>
	<a href="#">**see What's Your Budget?</a>
	<a href="#">***see What Topics Will You Cover?</a>

### Content Directory

- [Introduction](#)
- [Who is Home Care?](#)
- [What are the types of Home Care and Home Health agencies?](#)
- [Who are your partners?](#)
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- [What is your time frame?](#)
- [What is your budget?](#)
- [What resource materials are available?](#)
- [What lessons were learned?](#)
- [What are the next steps?](#)

